



COUNTY OF LOS ANGELES
invites applications for the position of:

LEGAL OFFICE SUPPORT ASSISTANT I

SALARY: \$3,110.10 - \$4,410.36 Monthly
\$37,321.20 - \$52,924.32 Annually

OPENING DATE: 06/04/15

CLOSING DATE: 06/15/15 05:00 PM

POSITION/PROGRAM INFORMATION:

DEPARTMENT

Human Resources Countywide Exams

FILING START DATE: 06/08/2015 at 8:00 a.m.

EXAM NUMBER

R2160A

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

DEFINITION

Under close supervision, performs routine legal clerical work in a County law office.

CLASSIFICATION STANDARDS

Positions allocable to this entry-level class are found in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, and County Counsel and are responsible for providing a full range of legal clerical services for attorneys engaged in the practice of criminal or civil law. Incumbents work under close supervision and are required to possess a basic knowledge of legal terminology, legal procedures, and various legal forms and documents and their processing.

ESSENTIAL JOB FUNCTIONS:

Types from handwritten drafts, tapes, or verbal instructions various legal documents such as briefs, complaints, contracts, investigation reports, motions, legislation, opinions, petitions, points and authorities, subpoenas, warrants, letters, memos and other documents as required.

Processes various legal documents by preparing forms with complete and accurate information extracted from various sources, obtaining necessary signatures, attaching required addenda, and ensuring the complete document is received by or filed with the appropriate parties within statutory time limits.

Obtains, by telephone or correspondence, additional necessary information such as CII rap sheets, proof of prior convictions, proof of subpoena service, doctors and laboratory reports, and probation reports.

Prepares routine correspondence on own initiative such as transmittal letters, letters regarding extensions, notifications of depositions, agreed medical examiner letters, and appointment verifications.

Contacts judges, court commissioners, attorneys, court clerks, witnesses, doctors, governmental agencies, and other County departments to obtain and confirm information or to arrange medical appointments, depositions, hearings, etc.

Maintains case status records and files by posting court actions and court dates to electronic databases or other media, calendars, index cards, and file jackets; files cases prior to next court appearance dates or closes files.

Screens and routes telephone calls; furnishes information to the public, attorneys, and authorized law enforcement personnel over the telephone or at a counter in accordance with established departmental policies and procedures regarding the release of confidential information.

Performs general office duties such as filing, ordering and maintaining office supplies, opening and distributing mail, compiling data for reports, and keeping logs and date books.

REQUIREMENTS:

MINIMUM REQUIREMENTS

Option 1: One year of specialized office clerical experience as a Senior Typist-Clerk * in the service of Los Angeles County, -OR- Two years of clerical experience as an Intermediate Typist-Clerk * in the service of Los Angeles County. The required experience must have consisted of preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must have been gained while working for attorneys in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, or County Counsel.

Option 2: Two years of office clerical experience in a private law firm or corporate law office.**

Typing Rate: 40 net words per minute.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

*To qualify under **Option 1**, applicants must have County status in this class, as evidenced by holding or having held such payroll title. NO OUT-OF CLASS EXPERIENCE or VERIFICATION OF EXPERIENCE LETTER WILL BE ACCEPTED.

** To qualify under **Option 2**, applicants must have experience in preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must have been gained while working in a private law firm or corporate law office.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of a written test that contains both paper and pencil and computerized parts weighted 100% covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement Orientation, Conscientiousness, Customer Service Potential, Customer Focus, Dependability and Retention.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

TYPEWRITING SKILL: A qualifying performance typing test of 40 net words per minute will be administered to candidates who successfully pass the written portion of this examination AND who have not held a typing position in the service of the County of Los Angeles. Candidates will be allowed **ONLY ONE (1)** attempt to pass the typing performance test within 12 months from the date of their written test. Successful candidates will receive a typing certificate which may be used for future examinations that require a typing test.

The following candidates are not required to take the County typing test:

Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles;

OR

Those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by a County Department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application at the time of filing. **Only certificates issued by a Los Angeles County Department or the Department of Human Resources will be accepted.**

Applicants who have taken the identical written tests for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination, and may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

Invitation letters for the written examination may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add fkumala@hr.lacounty.gov to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Final results will be sent by US mail. Written scores can not be given over the phone.

THE WRITTEN TEST AND TYPING TEST ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements, achieve a passing score of 70% or higher on the written test and pass the typing test in order to be placed on the eligible register.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies in various departments of the County of Los Angeles as they occur.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to fkumala@hr.lacounty.gov. Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by

U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

Available Shift: Any

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Ferdi Kumala

Department Contact Phone: (213) 351-6451

Department Contact Email: fkumala@hr.lacounty.gov

Your Responsibilities:

1. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application.

2. Completing Your Application:

- a. The application should be complete and accurate before submitting. Incomplete applications cannot be accepted.
- b. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

3. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the bulletin. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

4. Application Deadline:

- a. If the job posting has a closing date, submit the application and all

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a *Candidate Conviction History Questionnaire (CCHQ)*. PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

required information as listed on the job posting by the specified deadline.

b. Applications for positions designated "Apply In Person" must be filed in person at the address given. Filing may be closed without notice.

c. Online job applications must be completed and submitted by the last day of filing period and closing time indicated on the job bulletin. You will not be able to choose an exam to apply for once the filing period has closed. It is to your advantage to file your application early and not wait until the last allowable date and time.

5. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

6. Promotional Examinations:

a. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you have been promoted, do NOT list all of your time with the County under your present payroll title.

b. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated in the job posting, it will not be considered unless it is verified in writing by your department's Human Resources Office. A signed Verification of Experience letter must be attached to your application to be accepted.

c. Permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or as otherwise indicated on the bulletin.

7. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: The successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the bulletin. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on *Job Information Center*, then clicking on *Employment Test Preparation*. You can also access practice tests for the computerized portion of the test by going to the following website: <http://www.shldirect.com/en/practice-tests>. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable

accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R2160A
LEGAL OFFICE SUPPORT ASSISTANT I
FK

Los Angeles, CA 90010

LEGAL OFFICE SUPPORT ASSISTANT I Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *I understand the above information and instructions.*
- Yes No
- * 2. Do you have one year of specialized office clerical experience as a **Senior Typist Clerk** in the service of Los Angeles County preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must be gained while working for attorneys in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, or County Counsel?
- Yes
 No
- * 3. Do you have two years of clerical experience as an **Intermediate Typist Clerk** in the service of Los Angeles County preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology, and must be gained while working for attorneys in the offices of the District Attorney, Public Defender, Alternate Public Defender, Child Support Services, or County Counsel?
- Yes
 No
- * 4. If you answered **Yes** to question 2 or 3, please describe your experience preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology. Include your job title, beginning and ending dates for each job held and the name of the employer. If you do not have experience in this area indicate "N/A".
- * 5. Do you have two years of office clerical experience in a private law firm or corporate law office preparing and processing various legal documents, forms, and correspondence requiring knowledge of legal terminology?
- Yes
 No
- * 6. If you answered **Yes** to question 5 please describe your office clerical experience in a private law firm or corporate law office. Include your job title, beginning and ending dates for each job held and the name of the employer. If you do not have experience in this area indicate "N/A".
- * 7. Have you taken and passed a Los Angeles County typing performance test at 40 net words per minute administered by a County Department? (If the answer is **YES**, applicants must attach a copy of their typing certificate to their application at the time of filing).

Yes

No

* Required Question